

Clarksburg Fire Protection District

52902 Clarksburg Avenue, P.O. Box 513  
Clarksburg, CA 95612

Regular Meeting of the Board of Commissioners  
March 4, 2021, 4:30 p.m.  
Meeting Minutes

Chairman Pruner called the video conference meeting to order at 4:33 p.m.

**Members present:**

Joe Gomes, Nancy Kirchhoff, Mark Pruner, Steve Pylman, and Bob Webber  
Richard Bagby, Commission Secretary

**Fire personnel present:**

Chief Craig Hamblin, Assistant Chief Richard Bagby, and Firefighter Joe Gomes

**Public Present:**

Mr. David Ogilvie, Clarksburg Agri-businessman and resident; Ms. Colleen Haley, Public Affairs, Field Coordinator, California Special District's Association (CSDA); Mr. Eric Spencer, Member Services Specialist, CSDA.

**Agenda approval:**

It was moved by Commissioner Pylman and seconded by Commissioner Kirchhoff to approve the Agenda as presented. The motion was approved unanimously by a roll call vote.

**Approval of the Minutes of the Regular Meeting of February 4, 2021:**

Following a review of the draft minutes of the February 4, 2021 Regular Meeting, it was moved by Commissioner Gomes and seconded by Commissioner Pylman to approve the minutes of the Regular Meeting of February 4, 2021 as presented. The motion was approved unanimously by a roll call vote.

**Approval of the expenditures for the month of January 2021 in the amount of \$2,732.60:**

Following examination and discussion, it was moved by Commissioner Kirchhoff and seconded by Commissioner Pylman to approve the expenditures for the month of January 2021 in the amount of \$2,732.60. The motion was approved unanimously by a roll call vote.

**Public Comment:**

Mr. David Ogilvie expressed his thanks for the work of the volunteers.

**Social Media/Networking Presentation:**

Chairman Pruner introduced Mr. David Ogilvie who had expressed an interest in investigating the availability of a Social Media presence by which the District could receive donations. Mr. Ogilvie explained that he had approached the Chairman following the wind event of January 26-27, 2021. He reported monitoring the firefighters on *Pulse Point* as they responded to numerous wind-related issues. It was the presenter's opinion that, during such extraordinary circumstances, it would be advantageous to have a social media presence by which citizens could make donations to the Fire District. Mr. Ogilvie shared a Power Point Presentation delineating the procedure by which a *Facebook* account could be set up for that purpose. The presentation, titled: "Using Facebook Platform for Easy Good-Will Donations", delineated how the Facebook donation account functions, explained the difference between nonprofit charities and personal fundraisers, and how the District would sign-up for such an account. A lengthy discussion ensued regarding the various nuances and details that would need to be considered to open such an account for the District. Members of the Board thanked Mr. Ogilvie for his presentation.

**California Special District's Association (CSDA) Membership:**

Ms. Colleen Haley and Mr. Eric Spencer of the CSDA provided the Board with a short presentation on the benefits of CSDA membership and an introductory offer of membership on a "name your price" basis. Following the presentation, the presenters answered a number of questions posed by the Commissioners. It was the consensus of the Board that this item be placed on the agenda of the next Regular meeting as a discussion/action item.

**Fiscal Year Ending in 2020, State Controller's Transaction Report:**

Secretary Bagby called the Board's attention to the State Controller's Transaction Report prepared by Mark Krummenacker. The Secretary reminded the Board that this report details the actual financial transactions, rather than budgeted amounts.

**Closed Session:**

It was moved by Commissioner Pylman and seconded by Commissioner Kirchhoff to adjourn to Closed Session. The motion was approved unanimously by a roll call vote.

Following the Closed Session, Chairman Pruner reported that no action was taken during the Closed Session.

**Reports from Commissioners:**

Commissioner Kirchhoff reported on a COVID-19 vaccination clinic that was held on the Reamer Ranch. The Commissioner detailed that the clinic targeted agricultural workers in our area.

Chairman Pruner reported on the Bethany Reservoir Alternative of the Delta Conveyance Project. If adopted, water would be conveyed in the tunnel but continue further south and pumped directly into the existing Bethany Reservoir. The Chairman detailed that this could result in fewer surface impacts because construction of a new terminal forebay and additional south Delta conveyance facilities are not needed.

**Report on contact from the Delta Conveyance Construction Authority (DCA):**

There was nothing to report.

**Communication with Courtland and Walnut Grove Fire Protection Districts:**

There was nothing to report.

**Additional Funding for Yolo County Fire Districts:**

Chairman Pruner reported on the latest meeting of stakeholders considering this endeavor. The meeting took place at the Willow Oak Fire District on February 17, 2021. The meeting was attended by Chairman Pruner, Chief Hamblin, and Assistant Chief Bagby from our District. Notwithstanding the lack of advance notice, there were about 30 people in attendance representing all districts. From his notes taken at the meeting, Chairman Pruner presented the following summary to the Board:

This was a follow-up meeting to the one that took place on November 5, 2020 at the Yolo Fire Station. The meeting was conducted in an “open discussion” format with a number of decisions made by the consensus of those present. Based on the model first presented by Curtis Lawrence of the Madison Fire Protection District, 5 major decisions were made.

Decision 1: The committee was in favor of *Option 2* whereby Proposition 172 funds would be distributed to fire districts based on an equal percentage of the funds available augmented by funds, the amount of which will be based on the district’s call volume.

Decision 2: The Yolo County rural fire districts will propose that they receive 13% of the County’s Proposition 172 revenue. This will be phased in over a 5-8 year period beginning with 5% of the total Proposition 172 revenue.

Decision 3: 80% of the total funds will be divided equally between the fire districts and the remaining 20% will be allocated based on the specific district’s 3 year average call volume.

Decision 4: Each fire district will prepare a plan to demonstrate to the County Supervisors how they (each fire district) will utilize the funding.

Decision 5: Tomorrow morning (2/18/2021), a letter will be drafted to the Yolo County Supervisors identifying *Option 2* as the preferred plan of this committee.

Chairman Pruner finished his report by underscoring the importance of our District developing the aforementioned two and five year plans that would specify our District’s plan for the utilization of the Proposition 172 funds. The Chief Officers volunteered to develop these plans and present them to the Board for approval within the next two weeks.

**Additional Funding for Yolo County Fire Districts (continued):**

Chief Hamblin reported to the Board that he had an “on the street” encounter with Supervisor Villegas during which a free discussion of the issues surrounding the Proposition 172 plans occurred. The Chief characterized the discussion as cordial and included the strengths and limitations of a volunteer staff, the strengths and limitations of a career staff, the definition of a “volunteer” as it is being used in some career/volunteer models, the proposed County Fire Department, and his (Chief Hamblin’s) desire to maintain staffing that will provide the best service to the Community.

**Equipment Acquisition and Finance:**

There was a brief discussion regarding financing the current purchase of a new Grass Engine. Chief Hamblin reported that our current contract with Toyne Equipment Company will not require payment before June of 2021. Commissioner Pylman volunteered to contact the Bank of Stockton and inquire about commercial financing of our apparatus purchase. The Secretary volunteered to provide Commissioner Pylman with general ledger financial reports to aid in his inquiry.

**Budget Review, 2020-2021, Periods 1-6 (July-December 2020):**

Secretary Bagby presented the General Ledger (GL) 293 Income and Expense Statement for the first half of the current fiscal year. The Secretary reminded the Board that there have been no budget revisions since last June when the 2020-2021 Fiscal Year Budget was adopted. Chairman Pruner noted that having completed ½ of the fiscal year, overall spending is at 33% of budget and income is at 144% of budget. The Secretary noted that unsecured property tax and investment income are the main source of the un-anticipated revenue.

**Review of District Code of Rules and Regulations:**

Chairman Pruner underscored the need to look closely at our Administrative Code prior to the upcoming LAFCo Municipal Services Review and Sphere of Influence (MSR/SOI) Study. The Chair noted that, with regard to process, options include division of labor, a subcommittee, or schedule a Special Meeting. Chairman Pruner asked Commissioner Webber to examine the existing document, examine the LAFCo rubric, and provide direction to the Board at the next Regular Meeting. Commissioner Webber accepted the assignment.

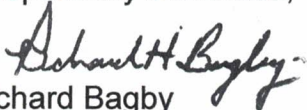
Following the discussion of the District Administrative Code, there was a discussion regarding the District’s locked gate ordinance. Chairman Pruner expressed his concern about the District having a regulation that is not consistently enforced. Both Chief Officers defended the ordinance as quasi indemnification for the District in that community members are informed about the potential for property damage during an emergency response. The ordinance has been publicized in the Association newsletter, the District website, posting at the U.S Post Office in Clarksburg, by personal letters to property owners, and in person when residents contact the District for building approval.

**Chief's Report:**

Chief Hamblin reported that, this weekend, the District will be conducting interviews and physical agility testing for 8 prospective firefighters.

With no further business before the Commission, it was moved by Commissioner Webber and seconded by Commissioner Pylman to adjourn the meeting. The motion was approved unanimously by a roll call vote. The meeting was adjourned at 6:32 p.m.

Respectfully submitted,



Richard Bagby  
Secretary to the Commission